

### **Scope of Bid Request**

The County of Westchester is soliciting bids from qualified vendors to provide professional services for an upgrade of the County's existing NetDocuments eDOCS content management system and implementation of InfoCenter Web.

### **Bidder Requirements**

- Bidders must be authorized to provide professional services for NetDocuments eDOCS.
- Bidders must have experience performing eDOCS upgrades, InfoCenter Web implementations, and related configuration services.
- Bidders shall provide project management, technical consulting, installation, configuration, testing support, and deployment support necessary to complete the upgrade.

### **Specifications**

The contractor shall provide professional services for the eDOCS upgrade project, including:

- Review of the current eDOCS environment and preparation of an upgrade plan.
- Installation and configuration of eDOCS DM application servers and related services.
- Upgrade of one (1) eDOCS library.
- Installation and configuration support for InfoCenter Web, DM REST API, modern authentication with Azure AD, Office add-ins, MS Teams integration, OneDrive integration, and Email Linking / Graph API integration.
- Creation and deployment support for test client builds and client configuration scripts.
- Functional testing support, UAT support, production library refresh, production database upgrade, production indexing, and initial client onboarding support.

The County will be responsible for provisioning required infrastructure, Windows servers, SQL server environment, file storage, SSL certificates, networking, backups/restores, and customer-side deployment activities unless otherwise agreed in writing.

### **Estimated Services**

- Project Manager: 10 hours
- eDOCS Technical Consultant: 50 hours
- Total estimated professional services: 60 hours

### **Method of Award**

An award will be made to the bidder that offers the most competitive pricing while adhering to the guidelines of this bid request.